



CSC-CO BIDS AND AWARDS COMMITTEE

CSC-CO ITB No. **2016-24**
(1st Neg. Proc.- 1 Vehicle)
September 30, 2016

INVITATION TO SUBMIT QUOTATION
(Mode of Procurement: *Negotiated Procurement*)

The Civil Service Commission (CSC), through its Bids and Awards Committee (BAC), invites **interested bidders/suppliers/dealers/distributors of motor vehicles** and duly registered with the *Philippine Government Electronic Procurement System (PhilGEPS) (http:// www.philgeps.gov.ph)* of the Department of Budget and Management (DBM), to participate in the **NEGOTIATION** under the "Negotiated Procurement" mode for the following project:

Title of Project: **"Negotiated Procurement on the Supply and Delivery of One (1) Unit Motor Vehicle for the CSC Central Office"**

Approved Budget for the Contract (ABC): **Php 909,200.00** (Inclusive of VAT/Govt. Taxes)

Specifications/ Requirements:

Item No.	Quantity/ Unit	Technical Specifications / Bidding Requirements	ABC
1	1 Unit	<p>"Negotiated Procurement on the Supply and Delivery of One (1) Unit Motor Vehicle for the CSC Central Office"</p> <p>MOTOR VEHICLE (Multi-Purpose Vehicle)</p> <p>Technical Specifications: 2016 Model, Brand-new, Multi-Purpose Vehicle at least 4-cylinder in-line, DOHC Gas; Displacement: 1,500cc; Maximum Output: 100 HP; Maximum Torque: 130 Nm; Steering System: At least power steering; Fuel System: EFI (Electronic Fuel Injection); Transmission: 5-speed Manual; Brakes: Front - Ventilated disc; Rear - Drum; Seating Capacity: 7; Tires/Wheels: At least Rim 15 Alloy Wheels; Minimum Safety Features: Driver and Passenger Airbags, ABS, EBD, GOA Body; Suspension: Front- MacPherson Strut with Coil Spring and Stabilizer, Rear - 4-Link with Lateral Control rod.</p> <p>Minimum Free Items: Tint, Matting, Seat Cover, Rustproof</p> <p>Minimum Warranty: 100,000 kms or 3 years warranty whichever comes first</p> <p>Color: Silver/Gray (any shade)</p> <p>Inclusion: LTO Registration and TPL</p> <p>Delivery Period and Place: Delivery of the vehicle to the CSC-Central Office, Quezon City shall be completed within fifteen (15) calendar days after receipt of the approved Purchase Order/Notice to Proceed.</p>	<p>P 909,200.00 (Inclusive of VAT/ Govt. Taxes)</p>

In a R. A. C. E. to Serve: Responsive, Accessible, Courteous and Effective Public Service

NOTE:

Bidders should refer to the Project's Technical Specifications (TS) for their technical specifications and bid proposal. The Manual of Bidding Documents can be secured from the CSC-BAC Secretariat **free-of-charge**.

Other Requirements

1. Bidder/supplier/company must be in existence for at least two (2) years and belongs to the same market industry providing similar requirements and goods/machines for the same period.
2. Bidder/supplier/company must be an up-to-date registered member of the Philippine Government Electronics Procurement System (PhilGEPS) under the Department of Budget and Management (DBM).
3. Bidder/supplier/company must be able to comply with the technical specifications/requirements and Negotiated Procurement requirements of the project pursuant to Republic Act 9184 (Government Procurement Reform Act).
4. Bidder/supplier/company must be able to provide preventive/maintenance/repair services for the vehicle in any of its branches or service centers within Metro Manila and regional areas within the specified time.

Guarantee / Warranty

The winning supplier/bidder shall guarantee the availability of the vehicle, including their parts, accessories, and other components) which are all original, brand-new and free from any manufacturing defects. Replacement of the defective vehicle or its part/accessory shall be performed within the specified period.

Bid Validity

The Bid shall be valid for one hundred twenty (120) calendar days upon submission of bid.

Payment

To consummate the sale, payment [through a Landbank of the Philippines (LBP)] Cheque shall be made **within five (5) government working days (GWDs)** after complete delivery of the motor vehicle by the Winning Supplier and attachment of the complete set of documents required for payment processing.

Taxes

Any and all taxes, fees, charge, imposts, and other legally imposable fees due or that may became due under the purchase shall be for the account of the supplier.

The Civil Service Commission, as a government collecting agency for the Bureau of Internal Revenue, shall deduct allowable government taxes.

Delivery Period

The winning bidder/supplier shall deliver the motor vehicle **within fifteen (15) calendar days** upon receipt of the approved Purchase Order/Contract and Notice to Proceed.

In case of failure to make full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent (1%) based on the amount specified in the Purchase Order for every day of delay shall be imposed.

Delivery Place

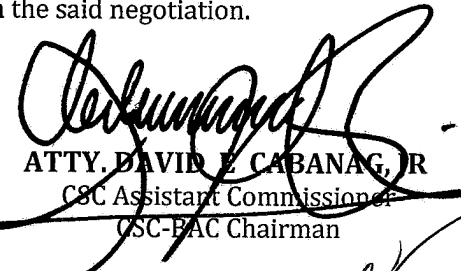
The vehicle shall be delivered to the **CSC Central Office**, through the Office for Financial and Assets Management (OFAM), located at CSC Mainbuilding, IBP Road, Constitution Hills, Diliman, Quezon City.

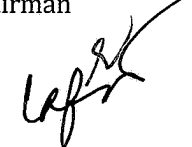
In this light, may we invite authorized Company Representatives to participate in the following procurement activities/negotiation on the procurement of vehicle in the CSC Central Office:

Date	Activity	Place / Venue
September 30 to October 17, 2016	INVITATION / ADVERTISEMENT (Invitation to bidders and posting of bid bulletin in the PhilGEPS/CSC Websites/conspicuous places in the CSC)	PhilGEPS & CSC Websites
October 17, 2016 at 1:00 p.m.	NEGOTIATION (Discussion of Technical Specifications/ Requirements, Documentary Requirements, Criteria/Rating, etc. with the Prospective Bidders)	OFAM Room, Basement, CSC Mainbuilding, CSC Central Office
To be determined during the Negotiation	BID OPENING (Opening of Bids and Bid Evaluation)	OFAM Room, Basement, CSC Mainbuilding, CSC Central Office

Bidding documents bearing the complete details of the technical specifications/ requirements, documentary requirements, criteria/rating, etc. can be secured upon request from the CSC-BAC Secretariat.

We are looking forward to your company's participation in the said negotiation.


ATTY. DAVID E. CABANAG, JR
 CSC Assistant Commissioner
 CSC-BAC Chairman



<p>CSC-BAC SECRETARIAT CSC Central Office, OFAM Basement, CSC Main Building IBP Road, Constitution Hills, Diliman, Quezon City Trunkline: 931-7935 or 39 local 506, 545 Tel. Nos. 931-7984; 931-7990; Telefax: 931-8029</p>

**Civil Service Commission
BIDS AND AWARDS COMMITTEE (BAC)**

**DOCUMENTS TO BE SUBMITTED BY THE BIDDER
DURING NEGOTIATION / BID OPENING
(Negotiated Procurement Mode)**

Eligibility Component

- a. Copy of the Latest Certificate of BIR Tax Clearance
- b. Copy of the Latest Income and Business Tax Returns
- c. Copy of the Latest Certificate of PhilGEPS Registration

Technical Component

- a. ~~Technical Specifications Offer (Best Offer)~~ ✓

Financial Component

- a. Bid Price / Price Schedule (Best Offer)

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REPUBLIC OF THE PHILIPPINES
 DEPARTMENT OF FINANCE
 BUREAU OF INTERNAL REVENUE
 ACCOUNTS RECEIVABLE MONITORING DIVISION
 National Office, Quezon City

Sample only

BIR Form No. 17-145

TAX CLEARANCE

*** For Bidding Purposes ***

(Required Under Executive Order No. 95 issued by Revenue Regulations No. 3-2005)

*** [Redacted] ***

Name of Taxpayer

[Redacted]

[Redacted]

[Redacted]

This is to certify that the above mentioned taxpayer has no tax liability based on the following:

- > Tax Delinquency Verification/Certification issued by Revenue Region No. 45 /Revenue
- > Accounts Receivable/Delinquent Account database updated as of Month 31, 2014

Tax liabilities recorded, after the aforesaid dates, or outside the jurisdiction of this Office are not covered by this clearance.

Issued this day, _____

[Redacted Signature]
 Chief, Accounts Receivable Monitoring Division

TCC NO. NO-ARMD- _____

871

NOT VALID
 WITHOUT
 DR/SEAL



ASST. CHIEF, ACCOUNTS
 RECEIVABLE MONITORING DIVISION

NOTES: THIS CERTIFICATE SHALL BE VALID AND EFFECTIVE FROM APRIL 15, 2014 UNTIL SEPTEMBER 15, 2014 ONLY OR UNTIL REVOKED, WHICHEVER COMES EARLIER. THIS SHALL NOT BE USED ON SALES/TRANSFER OF REAL PROPERTIES. CERTIFICATION FEE OF P100 WAS PAID ON APRIL 11, 2014 UNDER EFTS PAYMENT TRANSACTION NO. 31402781. ANY ERASURE MADE ON THIS TCC SHALL RENDER IT NULL AND VOID.

Certified True Copy

Republikang Pilipinas
 Kagangang Pansalalagip
 Kawatnang Pansalalagip

REPUBLIC OF THE PHILIPPINES
 DEPARTMENT OF FINANCE
 BUREAU OF INTERNAL REVENUE

FILING REFERENCE NO.

eFPS Payment Form

IRR	100-1
Name	100
Address	1009
Account Type	1009
Reference No.	1009
Account Payable	1009
Account Number	1009
Accounting Type	1009
For Tax Period	1009
Quarter	1009
Date Filed	1009
Category	1009

Filing Reference Number	1009
Taxpayer Identification Number	1009
RDO Code	1009
Taxpayer's Name	1009
Return Period	1009
Tax Type	1009
Amount Due (PHP)	1009
Payment Transaction Number (Transaction Log Number)	1009
Payment Transaction Date	1009

eFPS MODE OF PAYMENT

Transacting Bank (Authorized Agent Bank)	1009
Amount	1009

[eFPS Login | User Menu | Help]

[eFPS Mail | User Menu | Guidelines and Instructions]

CERTIFIED TRUE COPY

CERTIFIED TRUE COPY

Sample
only

CERTIFICATE OF PHILGEPS REGISTRATION (Membership)


THIS IS TO CERTIFY THAT

[REDACTED]

is registered in the Philippine Government Electronic Procurement System (PhilGEPS) on _____ pursuant to Section 8.5 of the Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act.

This Certificate is valid until _____

Issued this _____ day of _____


EXECUTIVE DIRECTOR IV

Document Stamp Tax Paid Php 15.00

Certificate No: PhilGEPS-2013-7056
Certificate Reference No: 2013020017501
Amended Date as of December 09, 2013 10:39 AM

Certificate Code

**Civil Service Commission
BIDS AND AWARDS COMMITTEE (BAC)**

**BID PRICE / PRICE SCHEDULE
(Bid Prices in the Bill of Quantities)**

Name of Procuring Entity : CIVIL SERVICE COMMISSION - Central Office
 Address : IBP Road, Constitution Hills, Diliman, Quezon City

Name of Project: "Supply and Delivery of One (1) Unit Motor Vehicle for the CSC-Central Office"

Item/ Lot No.	Article / Description	Unit	Quantity	Unit Cost (In Peso)/ Bid Price	Total Cost (In Peso)/ Bid Price
1	Supply/ Delivery of One (1) Unit Motor Vehicle Technical Specifications/Requirements: Delivery Period: Free Items: Warranty: Add-On Amenities:	1	Unit		
				TOTAL COST	Php _____ Inclusive of Tax/ Gov. Tax/Charges

Note: In case of discrepancy between unit price and total price, the unit price will prevail.

Total Bid Price (In Peso) :

Amount in Figures _____

Amount in Words _____

Submitted by:

Name of Bidder/Company: _____

Name of Bidder's Authorized Representative: _____
 (Signature over printed name)

Position / Designation: _____

Date: _____